OPNAV Continuity of Operations (COOP)

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Overview

- COOP classification guidance
- COOP definition
- Policy and guidance that supports a COOP program
- DON / OPNAV Mission Essential Functions
- Emergency Relocation Staff (ERS) Responsibilities
- Personnel relocation
- Remote connectivity
- Data management

COOP Classification Guide

- UNCLASSIFIED – FOR OFFICIAL USE ONLY
  - Fact that COOP plans exist and are trained and exercised
  - Facts of known DoD emergency relocation sites
  - Recall plans and procedures
  - General types of communications systems used
- CONFIDENTIAL
  - Specific Alt Site capabilities, capacities, design details, or the complete list of relocating agencies
  - Total authorized relocation strength and composition of personnel
  - Configuration of specific communication systems
  - Physical security details and procedures of the sites
- SECRET
  - Planning assumptions or details of the DON, CJCS, OSD, or other service COOP plans
  - Specific system, mission essential function, communication equipment and links, and finally site vulnerabilities and information

COOP Definition

- COOP is the capability of a DoD Component to continue Mission Essential Functions (MEFs) without unacceptable interruption during a national security emergency.

  - Natural disaster
  - Terrorist attack
  - Military attack
  - Technological failures
  - Civil unrest

  - Any disruptive conditions that seriously degrades or threatens the national security of the United States.

Policy and Guidance

- Executive Order 12656
- Federal Preparedness Circular 65
- DoDD 3020.26
- DoD 3020.26-P
- CJCS OPORD 03-3
- SECNAVINST 3030.4A (draft)
- SECNAVINST 3030.X (draft)
- Directorate COOP Plans

- Guidance ranges from Presidential to Service-level implementation.
- All documents levy some requirements on the DON.
- Largest requirements levied by Joint Staff and SECNAVINSTs.

What does COOP mean to DoD?

- DoD directives require the protection and accountability of all DoD personnel while also providing for continuity of DoD mission essential functions (MEF).
- DoD directives require DoD components to continue MEF without unacceptable interruption.
- COOP planning includes preparatory measures, response actions, and restoration activities planned or taken to maintain military effectiveness, readiness and survivability.

Mission Essential Functions

- "Those continuing functions that must be performed to achieve the DoD's critical missions. Those comprise, but are not limited to, the following:
  - Command and control assets.
  - The receipt, assessment, analysis, processing, display, and dissemination of information necessary to perform critical missions and support decision making.
  - Other operations that must be performed to achieve mission success."

DoDD 3020.26

DON COOP Purpose and Mission

- Purpose
  - To provide the plan of action and means to continue the DON HQ MEF during national security emergencies.

- Mission
  - Maintain continuity of operations during national security emergencies and events requiring all or part of the DON HQ staff to be relocated or reconstituted. The DON HQ staff conducts COOP activities executing DON MEFs in support of SECDEF, CJCS, SECNAV and CNO

SECNAVINST 3030.X (DRAFT)

DON Mission Essential Functions

- 5 primary MEF
  - Support the SECNAV
  - Support the CNO and CMC
  - Respond to tasking and provide information necessary to facilitate Navy operations worldwide
  - Support requirements established in CJCS and the OSD COOP plans.
  - Execute the DON’s responsibilities under Title 10.

OPNAV Mission Essential Functions

- OPNAV Directorate MEFs are defines in Directorate Coop Plans.
- Contact Directorate COOP representative for MEFS that must be performed during a COOP event.

OPNAV Directorate COOP Representatives

Code	Rank	Name	Phone
DNS	LCDR	Zaccari, Steve	(703) 602-5132
N093	CDR	Grabowski, Christine	(703) 601-1708
N095	CDR	Snow, Jeannine	(703) 614-4668
CNO	LT	Topping, Mike	(703) 695-5664
VCNO	LT	Olanowski, John	(703) 614-2020
N1	CDR	Henderson, Stacy	(703) 693-4681
N2	Mr.	Sumers, George	(703) 601-5043
N3/N5	Mr.	Sandelli, Rick	(703) 692-

DON COOP Players

- Navy Operations Center
- COOP Response Cell
- Executive Assistants
- Emergency Planning Coordinators
- Emergency Relocation Staff (ERS)
- Non-ERS personnel

Personnel Relocation

- ERS (Emergency Relocation Staff)
  - The ERS is comprised of the OPNAV Directorate personnel, Navy Operations Center (NOC) Fly-away team, and Navy Crisis Action Team/Navy Crisis Operations Team (NCAT/NCOT).
  - Some or all of these elements may deploy from the Pentagon to pre-planned sites within the National Capitol Region (NCR) and other commands.
  - ERS members will be notified being a member and will be trained as to their duties and responsibilities.
- Non-ERS personnel
  - Evacuate
  - Muster
  - Relocate as directed (home, alternate location, etc.)

Remote Connectivity

- Remote access to information and communication is Critical
  - Outlook Web Access (OWA)
    - NMCI email access through a non-NMCI computer (No access to shared drives
    - PKI required
  - NMCI Remote Access Service (RAS)
    - NMCI laptops only
    - Access to shared drives but slow performance due to dial up modem connection
    - PKI required
  - Public Key Infrastructure (PKI)
    - An electronic key that allows an individual access to a network account from a remote location
    - Password is unique to individual PKI and only known by owner of PKI
    - A copy of your PKI should be kept with you on portable media
    - Required to be installed on each computer used to access remote services
    - Contact you Directorate Assistant Customer Tech Rep (ACTR) to obtain a PKI certificate
  - Data management
    - Back up critical date on portable media and HQWeb / Quick Places

Summary

- DON COOP plan designed to protect MEF during “all hazards” impacting DON HQ operations
- Access to data is vital to ensure MEF are accomplished
- Data management is key to a successful COOP

- Questions?

NMCI Outlook Web Access (OWA)

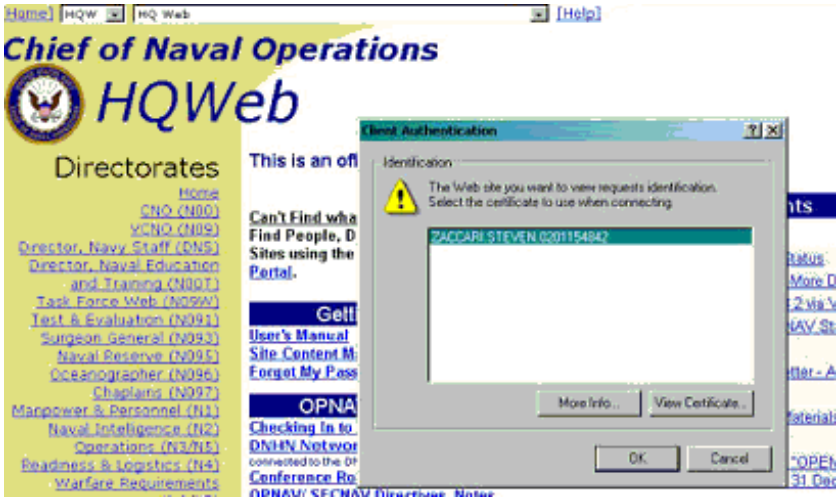
- NMCI Outlook Web Access (OWA) is the method in which NMCI Outlook accounts are accessed remotely through commercial internet
  - https://webmail.nmci.navy.mil
- A PKI certificate is required for authorized access to an OWA account.

PKI Certificate

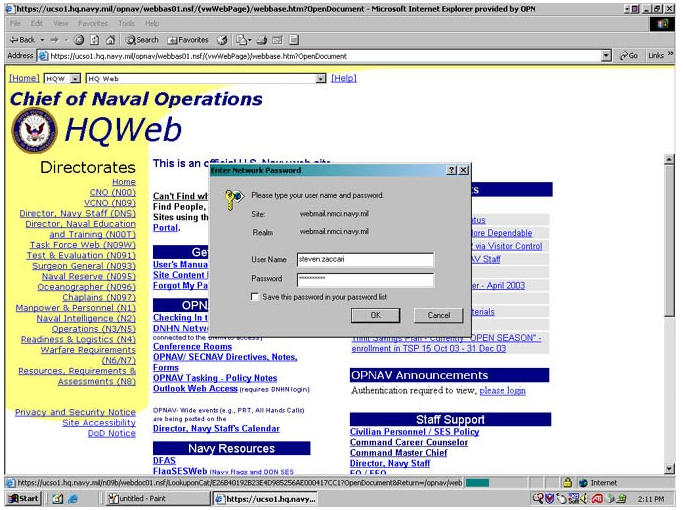
- NMCI PKI certificate:
  - an electronic key that allows an individual to access a network account from a remote location.
  - utilized to allow users remote access to their NMCI Outlook accounts through commercial internet access on non-NMCI computers
- Each PKI certificate is distributed to a specific user and is assigned a password by the user at the time of issue.
  - password is known solely by the user
  - there is no way to use the PKI certificate if the password is not known
- A copy of the PKI certificate should be kept on a floppy disk and readily accessible.
- Required to be installed on each computer in which that individual desires to log onto Outlook Web Access to view NMCI email.
- Contact your Directorate Assistant Customer Tech Representative to obtain a PKI certificate.

NMCI Outlook Web Access (cont.)

- When accessing OWA the Client Authorization window will open.
- Select the PKI certificate to be used.
  - All certificates loaded on that computer will show in the list.

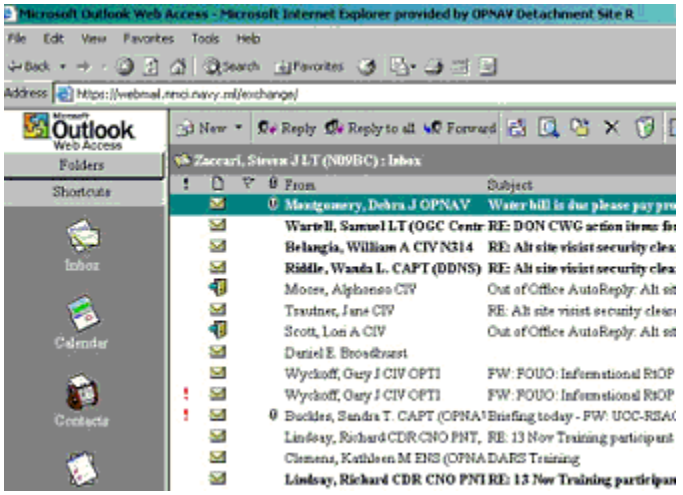


- Sign onto OWA using same user name and password as when signing onto an NMCI network computer.



NMCI Outlook Web Access (cont.)

- Email functionality is the same as when utilizing outlook.
- The only email viewable with OWA is items in the “Outlook today” folder.
  - .pst files cannot be accessed
- All actions taken in OWA will be reflected when the NMCI outlook is accessed.


Microsoft Outlook Web Access - Microsoft Internet Explorer provided by OPNAV Detachment Site R
File Edit View Favorites Tools Help
Address https://webmail.nmci.navy.mil/exchange/
Outlook Web Access
New Reply Reply to all Forward
Folders
Shortcuts
Inbox
Calendar
Contacts
Zaccari, Steven J LT (N09BC) : Inbox
From
Subject
Montgomery, Debra J OPNAV
Wartell, Samuel LT (OGC Centr RE: DON CWG action items fo
Belangia, William A CIV N314 RE: Alt site visist security clea
Riddle, Wanda L. CAPT (DDNS) RE: Alt site visist security clea
Moore, Alphonso CIV Out of Office AutoReply: Alt si
Trautner, Jane CIV RE: Alt site visist security clear
Scott, Lori A CIV Out of Office AutoReply: Alt si
Daniel E. Broadhurst
Wyckoff, Gary J CIV OPTI FW: FOUO: Informational RtOP
Wyckoff, Gary J CIV OPTI FW: FOUO: Informational RtOP
Buckles, Sandra T. CAPT (OPNA Briefing today - FW: UCC-RIA
Lindsay, Richard CDR CNO PNT, RE: 13 Nov Training participant
Clemens, Kathleen M ENS (OPNA DARS Training
Lindsay, Richard CDR CNO PNT RE: 13 Nov Training participan

- What is not accessible from OWA:
  - NMCI H: drives
  - NMCI O: drives
  - .pst files created on C:, H:, or O: drives to store emails.

NMCI OWA Do's and Don'ts

- Handle, store maintain and destroy all Unclass info IAW DOD and DON policies.
- Protect the confidentiality, integrity and availability of DON email system and info.
- Install, configure, maintain and update required security software, hardware, PKI certification and current anti-virus files by up-dating them weekly or when prompted.
- At completion of a session:
  - Close all DON email files
  - Clear the web browser's cache
  - Exit and close the browser
  - On cable modems, immediately turn off the computer.
- Install and use approved anti-virus and personal firewall software.
- Ensure that no other wireless or lan connection exists during the session.
- Do not use Public Access computers… college computer labs, libraries, etc.

Laptop Remote Access Services (RAS)

- Only NMCI laptop computers can RAS into NMCI.
- Required to call the NMCI helpdesk to set up a RAS account.
  - NMCI helpdesk will walk through the process and establish a RAS account and set up your dialup configurations using the PAL (Alcatel) software
  - Expect to spend approximately 30 minutes on the phone setting up the account. 1-866-THE NMCI (1-866-843-6624)
- Must have a PKI certificate issued and loaded on the laptop.
- Bring laptop to your alternate work site.
- When setting up a phone number to dial in, use local access number if available, otherwise use 1-800 number. Both local numbers and 1-800 number will be listed when setting up your PAL (Alcatel) software

Laptop Remote Access Services (RAS) (cont.)

- RAS limitations:
  - Access to H: and shared drives is not a default access.
  - Access to H: and shared drives have to be attached to your personal RAS account after login – contact helpdesk for procedures.
  - Expect slower connection speed with standard RAS dialup using analog phone line, and especially slow if account has H: and shared drive access.